

DEFINITION OF TERMS OF MINIMUM QUALIFICATIONS:

Education*: Successful completion of six semester units of paralegal or undergraduate legal courses, with at least three units of which must be in legal research.

- Courses in paralegal or undergraduate legal include but are not limited to the following:
 - Administrative Law
 - Civil Procedures and Litigation
 - Contract Law for Legal Assistants
 - Introduction to Law and the American Legal System
 - Law Office Management
 - Legal Research
 - Legal Writing
 - Torts and Personal Injury

***Note:** 'Legal Assistant' and 'Paralegal' are synonymous terms according to California Business & Professions Code (B & P Code) sections 6450-6456.

***Note:** Law Clerk, Legal Secretary, Paralegal, and Legal Assistant are typically used interchangeably in the private sector.